

Staffing Guide

Position Description			Hotel Security Guard		
What Determines Staffing Standard (Circle key factors that apply)	<ul style="list-style-type: none"> • Hours of Operation X_____ • Occupancy Rate _____ • Seasonal/Peak Workload _____ 	<ul style="list-style-type: none"> • Staff Supervised _____ • Facility Layout _____X_____ • Facility Size _____X_____ 	<ul style="list-style-type: none"> • Facility Age _____ • Facility Location _____X_____ • MP Support _____X_____ 		
Workload/Staffing Comments: Position may be full time, part time or flex. Position responsible for guest and property security as well as hotel safety					
	Small (1-75 rooms)	Medium (76 -199 rooms)	Large (200-399 rooms)	Extra Large (400-799 rooms)	Super Large (799+ rooms)
Staffing Standard	* 1 (NF-1) Staffing level may be increased based on facility layout and level of MP support	* 2 (NF-1) Staffing level may be increased based on facility layout and level of MP support	* 2 (NF-1) Staffing level may be increased based on facility layout and level of MP support	* 3 (NF-1) Staffing level may be increased based on facility layout and level of MP support	* 5 (NF-1) Staffing level may be increased based on facility layout and level of MP support
Alternate Staffing Standard (If Required)	* 1 additional (NF-1) at remote site with 49 + rooms Staffing level may be increased based on facility layout and level of MP support	* 1 additional (NF-1) at remote site with 49 + rooms Staffing level may be increased based on facility layout and level of MP support	* 1 additional (NF-1) at remote site with 49 + rooms Staffing level may be increased based on facility layout and level of MP support	* 1 additional (NF-1) at remote site with 49 + rooms Staffing level may be increased based on facility layout and level of MP support	* 1 additional (NF-1) at remote site with 49 + rooms Staffing level may be increased based on facility layout and level of MP support
Explanation of Alternative Staffing Standard:					
Staffing Standard Footnotes * Requirement for position determined by level of MP Support. Normally assigned to work 2nd, 3rd/weekends/holiday shifts. Level of MP support, amount of installation security will determine the final number of worker/Leaders required.					